

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** CCCC CO3 21483i  
**Opening Date:** 05/03/2010  
**Closing Date:** 05/10/2010

## **Corrections and Custody Officer 3 - Correctional Sergeant**

**\$3,176 - \$4,167 Monthly (Range 47) plus great benefits!**

### **Agency Information**

This recruitment will be used to fill three permanent Sergeant openings on all three shifts at the Cedar Creek Corrections Center in Littlerock, Washington.

**THIS RECRUITMENT IS FOR PERMANENT DEPARTMENT OF CORRECTIONS EMPLOYEES ONLY.**

**\*\*In addition to applying directly to this recruitment, please attach a letter of interest describing:**

- o Why you would be the best candidate.
- o Your experience leading, motivating, directing and supervising people.
- o How you would handle the transition from a Correctional Officer (line staff role) to a Correctional Sergeant (supervisor role).

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### **DOC offers:**

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

'The mission of DOC is to improve public safety.'

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov)  
Please note: In order to be considered for this position, you must complete the entire Application Wizard.  
For further details please refer to the "Application Process" section of this recruitment.

### **Duties**

Supervises Corrections and Custody Officers and performs custody work to ensure the safety and security of an adult correctional institution, facility, or unit, offenders, staff and the public. They provide a positive role model for offenders and correctional officers. With a rated capacity of 480 or more offenders, Sergeants supervise corrections and custody officers, and perform custody work which involves controlling, directing, and monitoring the activities and movement of adult offenders. Using the unique strengths and resources of the work environment, Correctional Sergeants may develop tools and plan strategies for building competence and fluency in correctional officers.

## Qualifications

Required Knowledge, Skills, and Abilities:

Graduation from high school or GED

AND

Three years of experience as a correctional officer in adult corrections.

OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

Note: For some positions, a Commercial Driver's License (CDL), with appropriate endorsements, may be required.

## Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard and a letter of interest; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom arrows to go to additional tabs.

Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Detailed Instructions" heading within [www.careers.wa.gov](http://www.careers.wa.gov).

Tuberculosis (TB) is a priority health issue for DOC employees. Periodic skin tests are required for all health care providers and custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

## Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Sue Leppard (360) 359-4110.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021483\* and click on Start Search.
5. Click on the link, Corrections and Custody Officer 3 – Correctional Sergeant, Littlerock, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### **Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

**Job seekers please note: **NEOGOV**, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

**You will need to create an account in **NEOGOV** to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

**We recommend that you **SAVE A COPY OF YOUR PROFILE** before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to [doc.wa.gov/jobs](http://doc.wa.gov/jobs)